

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency State (INL)	3a. Position Number A60-30 105-6
-----------------------------	---------------------------------	--

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

☐ a. Redescription of duties: this position replaces
(Position Number) A60-32 , (Title) Admin/Clerk (Series) 105 (Grade) 6☐ b. New Position _____☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Administrative Clerk-105			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <u>INL Invitational Training and Travel Coordinator</u>	7. Name of Employee
8. Office / Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
---	--

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
--	---

13. Basic Function of Position

The incumbent will serve as the principal point of contact for all INL-Guatemala sponsored invitational travel. Serves as a travel advisor on INL travel issues and administers travel for INL by ensuring regulatory compliance. Responsibilities will include assisting with identification of invitational travel opportunities (International Law Enforcement Academy sponsored training, U.S. Government invitations for consultations and meetings, etc.), ensuring qualified participants are properly vetted, and entering of qualified participants into the E2 travel authorization system. Incumbent will be required to perform administrative duties as required. As a Grant Officer's Representative (GOR), the employee will coordinate and consult with the INL Travel Grant implementing partner on all programmatic and technical matters that may arise in the administration of the grant or cooperative agreement. Evaluates project performance to ensure compliance with the grant terms and conditions.

14. Major Duties and Responsibilities

Communication and Office Administration

-Follows -up on invitation letters sent to USG and GOG offices and officials regarding participation in International Law Enforcement Academy (ILEA) courses and invitations to participate in INL sponsored visits and conferences.

_____ **10** _____ % of Time

Program Coordination

- Coordinates INL-Guatemala international travel program; provides travel services for all INL invitational travelers including other US government employees and GoG participants traveling with INL funding; and develops INL specific guidance in response to DoS and other travel policies and regulations based on FTR regulatory and policy issuances; recommends appropriate INL courses of action to comply; develops strategies for effective management of the INL Travel; oversees the preparation of travel authorizations; and advises travelers on travel policy and procedures.

-Makes travel arrangements for approximately 5,000 GoG participants by liaising with implementing partner, could make it for U.S, LES, and TPC instructors per annum. Issues e-tickets through local travel management center and tracks cancellations. Monitors and requests refunds of unused tickets. Assists with the closing of the travel order when travelers complete their travel. Prepares travel authorizations using E2 Solutions system and prepares requests and justifications for exceptional travel itineraries or circumstances for approval of INL Management Officer or Deputy Director. Arranges hotel reservations, rental car, and other travel related needs. Processes EFT and cash travel advances to GoG participants not included under the cooperative agreement, could processes home leave for American PSC staff, provides information regarding Emergency Visitation Travel, R&R, Educational allowances in coordination with post HR Section, provides instruction and guidance for preparation of travel vouchers, prepares blanket travel orders for Program coordinators and directors; and prepares quarterly ULO's report, monthly open advances report and ad hoc reports requested by the INL Front Office.

_____ **60** _____ % of Time

GOR

Provides the following GOR functions a) prepares quarterly budgets and advances; b)reviews invoices and receipts for accuracy before payment is authorized; c) receives and reviews required event and quarterly reports (progress, financial, or other) on behalf of USG to ensure that they are timely and complete; d) ensures that all travel and procurement actions comply with OMB, CFR and FTR and takes appropriate action should the grantee not be in compliance; e) assists the Grantee in problem identification and resolution to include: acting proactively, taking corrective actions agreement.

_____ **20** _____ % of Time

Additional Duties

- Perform additional administrative duties as required to include backing up receptionist and voucher coordinator positions.

_____ **10** _____ % of Time

15. Qualifications Required For Effective Performance

a. Education

High School diploma or equivalent is required.

b. Prior Work Experience

Two years' experience as an administrative assistant is required.

c. Post Entry Training

Travel Manager Course, Federal Travel Regulations, Grants Officer Representative (GOR) training, FSI on-line courses "Introduction to Grants and Cooperative Agreements, "Monitoring Grants and Cooperative Agreements. Incumbent will receive formal training in the use of the Department of State computer network, INL Rules and Regulations regarding project management. Incumbent will receive training in arranging of travel using the E2 travel system.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)

Incumbent must be able to communicate effectively in both English and Spanish. Incumbent must be able to write effectively in both Spanish and English. Incumbent must have attained a level IV in both Spanish and English.

English Level III
Spanish Level IV

e. Job Knowledge

Knowledge of secretarial and administrative duties.

Knowledge of the use of Microsoft Word, Excel, Power Point and Outlook.

f. Skills and Abilities

Managerial, organizational and interpersonal skills.

Computer Skills

Good typing ability (40 words per minute).

Secretarial, business administration or accounting skills.

Ability to deal with high ranking officials of the GOG.

16. Position element

a. Supervision Received

The incumbent works under the general supervision of the INL Financial Manager, Deputy Director and Management Officer (when hired) and is expected to perform job functions with minimal day to day guidance. Incumbent must be proactive in managing their daily work load and anticipating program requirements based on incoming messages and the INL training calendar.

b. Supervision Exercised

None.

c. Available Guidelines

State Department Foreign Affairs Manual, INL Financial Management Handbook, Embassy Guatemala FSN Handbook, INL Letters of Agreement.

d. Exercise of Judgment

Incumbent has broad authority to exercise judgment in the daily management of office workload.

Incumbent is expected to set priorities regarding workload and workflow based on direction given by the Financial Manager, and Deputy Director and Management Officer (when hired).

Incumbent is expected to demonstrate the ability to demonstrate good judgment and common sense when dealing with U.S. government and GOG employees.

e. Authority to make Commitments

None

f. Nature, Level, and Purpose of Contacts

Incumbent will establish and maintain excellent working relationships with pertinent officials at other GOG Ministries.

Incumbent is charged with working closely with other INL programs to ensure unity of effort and support to the overall INL goals and objectives.

g. Time expected to Reach Full Performance Level

Six Months.